



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Singapore	2. AGENCY Department of State	3a. POSITION NO. 100245
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☒ Yes (Posn #100253) ☐ No

4. REASON FOR SUBMISSION

- ☐ a. Redescription of duties: This position replaces
Position No. _____ (Title) _____ (Series) _____ (Grade)
- ☐ b. New Position
- ☒ c. Other (explain) Vacant position

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority BKK/BRCC	HVAC Mechanic, FSN-1210	FSN-6	BCK	10/11/16
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) HVAC Technician	7. NAME OF EMPLOYEE
8. OFFICE/SECTION Management Office	a. First Subdivision Facility Maintenance Section
b. Second Subdivision	c. Third Subdivision
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Supervisor Date(mm-dd-yy)
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yy)	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Typed Name and Signature of Admin or Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

This position maintains the Heating, Ventilation, and Air Conditioning (HVAC) systems at the Embassy, CMR and DCR as scheduled by the computerized maintenance management system. The incumbent also provides assistance to maintenance staff members in other trades as required.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
1. Generate, oversee and distribute work orders to the maintenance contractor or contractors for the performance of preventative and reactive maintenance associated with the air-conditioning systems and equipment at the Chancery, CMR and DCR as produced by the computerized maintenance management system. Air-conditioning equipment at the Chancery and residences include, but are not limited to, centrifugal and reciprocating chillers, multi and single split air-conditioning systems, water pumps, cooling towers, pneumatic control system, and air handling units.	60
2. Performs preventative maintenance and repair on air-conditioning systems such as single and multi-split air-conditioning units, heat pumps, water pumps, motors and pneumatic control systems and chiller units at the Chancery, CMR and DCR with the guidance of the lead air-conditioning technician or contractors.	10
3. Performs installation or relocation of air-conditioning systems such as window unit and single and multi-split air-conditioning systems, heat pumps, water pumps, the Chancery, CMR and DCR.	5
4. Performs repair or replacement of electrical auxiliary equipment of air-conditioning systems such as circuit breakers, motors, transformers, gauges, and control wiring system	10
5. Assists other members of the maintenance team in other trades e.g. plumbing, electrical, and mechanical work at the Chancery, CMR and DCR, and performs any other duties as assigned. The incumbent may be required to assist in providing training to other LE Staff Facility Maintenance personnel and trades on specific equipment and systems as directed. Purpose of this training responsibility would be to cross-train other LE Staff Facility Maintenance personnel.	10
6. Escorts and oversees contractors engaged in maintenance, service and repair work in other trades, such as plumbing, electrical, air-conditioning, elevator and mechanical work at the Embassy.	5
7. Upkeeps drawings and technical repair/service manuals for all air-conditioning systems and equipment.	

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Successful completion of local secondary school or graduating high school education is required. Must also possess a vocational training school certificate in Air Conditioning & Refrigeration or Mechanical & Electrical Services is required.

b. Prior Work Experience

Minimum 2 years of working experience in operation and maintenance of building HVAC systems and associated equipment in large, modern commercial or Government buildings is required.

c. Post Entry Training

On the job familiarization, training and guidance by the lead air-conditioning technician. Training by vendors or maintenance/repair contractors on specialized equipment in the Chancery or Govt.-owned properties.

d. Language Proficiency

Level 3 (Good working knowledge) speaking/reading/writing in English required. Level II (Limited Knowledge) speaking at least one other local language – Mandarin, Malay or Tamil - is required.

e. Knowledge

Must have knowledge on the principle of air-conditioning, heat exchange, physical properties of gases and refrigerants, condensation, mechanical components in air-conditioning, pneumatics and pneumatic controls, electricity, safe electrical practices, and the mathematics as applied to installation and sizing of air-conditioning units.

f. Skills and Abilities

Ability to use and operate various hand/electrical tools and testing/diagnostic equipment for HVAC installations, and to troubleshoot and repair/rectify mechanical/electrical faults and defects. Ability to draw and interpret mechanical/electrical blueprints/drawings and technical manuals. Analyzing and adhering to U.S. building, electrical, mechanical, fire and life safety codes is also required. Must have working knowledge and capability to work in other trades. Must possess a valid local driver's license.

16. POSITION ELEMENTS

a. Supervision Received

Receive supervision directly from LE Staff Facility Maintenance Supervisor (Position #100517), with guidance from Lead Maintenance (Electrical) Technician (Position #100257) as required. Receives general supervision from the Facility Manager.

b. Available Guidelines

Equipment operating and service manuals; LE Staff Handbook; Administrative instructions and staff notices.

c. Exercise of Judgment

The incumbent is expected to exercise judgment in completing his daily work tasks with the necessary material/equipment in a successful, safe, and economical manner. Where work requirement exceeds the incumbent's ability to correct, he must inform the appropriate personnel for action to be followed up.

d. Authority to Make Commitments

The incumbent has no authority to make commitments, and is to report all requests for commitments to his supervisor. In emergencies, with the permission with his seniors, he may contact contractors to make emergency repairs or shutdown to HVAC system for safety reasons or to prevent further damage.

e. Nature, Level and Purpose of Contacts

The incumbent interacts with local HVAC businesses such as parts/material vendors and maintenance/repair service providers for purchases.

f. Supervision Exercised

None. May guide local contractors, and to inspect their quality of work so as to comply with Post's security, safety, and standard of conduct.

g. Time Required to Perform Full Range of Duties after Entry into the Position
One Year.

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